

**Minutes of the Personnel Committee
Tuesday, October 7, 2008**

Chair Schellinger called the meeting to order at 1 p.m.

Committee Members Present: Supervisors Tom Schellinger (Chair), Ted Rolfs, Pete Gundrum, Jim Behrend (arrived at 2:02 p.m.), Dave Falstad, Jim Heinrich, Steve Wimmer (arrived at 1:08 p.m.).

Present:

Legislative Policy Advisor Dave Krahn
Corporation Counsel Tom Farley
Chief of Staff Allison Bussler
Employment Services Manager Sue Zastrow
Senior Financial Analyst Clara Daniels
Budget Manager Keith Swartz

County Board Chair Jim Dwyer
Financial Analyst Kim Ho
County Clerk Kathy Nickolaus
Labor Relations Manager Jim Richter
Senior Financial Analyst Bill Duckwitz
Chief of Staff Mark Mader

Approve Minutes of 9-16-08

MOTION: Heinrich moved, Falstad second, to approve the minutes of September 16, 2008. Motion carried 5-0.

Schedule Next Meeting Date

October 14 (Rolfs may not be at this meeting.)

Chair's Executive Committee Report of 10-6-08

Schellinger said the committee reviewed the 2009 operating budgets for UW-Extension, WCFLS, CDBG and the non-departmental budget.

Future Agenda Items

Gundrum would like the committee to discuss the employee pay -for-performance program. He said this agenda item could wait until November to be discussed.

Wimmer arrived at 1:08 p.m.

Discuss and Consider 2009 Operating Budgets for the Following Departments

County Board and Committee Operations Program

Dwyer reviewed the departmental strategic outcomes and objectives for the County Board as outlined on page 342 of the budget book. He said the Legislative Support Program is funded entirely by tax levy. Personnel costs, the majority of this budget, increase \$6,335 in 2009 due to normal step and merit increases. Staffing changes have resulted in the revision of work assignments, staff coverage and cross training. The new CJCC Coordinator is housed in the County Board Office while the CJCC budget remains in HHS.

Dwyer said this is the last budget that will reflect the County Board downsizing. The budget has no salary increases for County Board Supervisors. He thinks more supervisors will request mileage reimbursement this year due to the high cost of fuel. Mader said we're constantly looking at how changes impact Supervisors.

Dwyer said \$103K shifts from personnel costs in the Internal Audit Program to operating costs to cover the cost of contract audits. Heinrich asked why wasn't the unfilled Internal Audit position abolished in the positions ordinance? Could the position be filled during 2009? Dwyer said what usually happens is the

first year the position stands vacant, the second year it is unfunded and the following year the position is abolished. There is usually a one year hold over to see how the department functions without that position. We want to find out how contract audits work and what kind of product we get before abolishing the position. Unfortunately it will now take the remaining auditor more time to finish audits. The contract audits will allow us to review areas where the audit staff person lacks expertise. We may determine we want to hire a second auditor.

Mader said in evaluating the budget, the day-to-day work and information requests aren't taken into account. There are more than 80 issues being tracked and monitored by staff for supervisors. There's a lot of behind the scenes work.

Gundrum said he thinks the changes to the Internal Audit Program are a move in the right direction. The internal auditor does good, detailed work but provides few recommendations. There needs to be a wider perspective.

MOTION: Falstad moved, Heinrich second, to approve the 2009 operating budget for the County Board Office. Motion carried 6-0.

Corporation Counsel

Farley said Child Support Services establishes paternity, obtains initial orders for child support and health insurance, enforces or modifies existing orders and collects delinquent accounts. The program doesn't give out money but instead takes private funds from non-custodial parents and gives it to custodial parents for the children. It is a transfer of funds between private citizens. The program is funded by federal, state and county funds and administered on the county level. The main focus of the program is lower income families or those on public assistance. We can't turn anyone away. The goal is to make life better for children through the support of both parents. Farley gave a brief overview of the Corporation Counsel budget as outlined in the budget book.

Saafir distributed and reviewed a handout outlining the performance measures used to determine incentive funding which includes court order rate, paternity establishment rate, current support collection rate and arrearage collection rate. The people we serve are economically fragile. It's important to make payments constant to keep them off government assistance.

Behrend arrived at 2:02 p.m.

Farley said occasionally they use fund balance in the Corporation Counsel's budget when they anticipate larger than normal expenses for such things as collective bargaining. Last year the county supplemented outside legal expenses for the Nationwide Insurance case. Revenues basically reflect HHS cross-charges for services.

Farley said the cost of legal services without a factor for rent is \$95.10 per hour including salaries, benefits, staff, operating expenses but excludes hours vacation, training and sick time. The 2009 rate will be \$97/hour while the average "outside" 2008 rate is \$250/hour. Inside legal counsel is a good value.

MOTION: Wimmer moved, Behrend second, to approve the 2009 operating budget for the Corporation Counsel's Office. Motion carried 7-0.

County Executive

Bussler explained that the County Executive administers the day-to-day activities of the county including introducing the annual county budget. There are many things staff in this office do that are less visible such as developing the countywide strategic plan, reviewing non-represented pay recommendations, county public relations, etc.

MOTION: Heinrich, Behrend second, to approve the 2009 operating budget for the County Executive's Office. Motion carried 7-0.

County Clerk

Nickolaus said her budget fluctuates due to the cost of biannual accordingly to cover the cost of elections. The number of marriage licenses issued by her department has decreased because fewer people are getting married. There has been an increase in the number of passports provided. There is nothing new in her budget.

Rolfs asked why there are fewer registered voters. Nickolaus said because the department is cleaning up the files. She is expecting a 90% turnout for the upcoming election. They are printing ballots for 125% of expected voters.

Heinrich asked why Nickolaus doesn't have more staff to help with the elections. Nickolaus said her staffing was reduced by the former County Executive when she started selling passports. Eventually, she was able to split a position with the Treasurer. She's brought in approximately \$250K from the sale of passports. In recent years work for administering elections has more than doubled because the labor is more intense and for security reasons.

MOTION: Wimmer moved, Heinrich second, to approve the 2009 operating budget for the County Clerk's Office. Motion carried 7-0.

Ordinance 163-O-044: Create, Abolish, Reclassify, and Retitle Positions in 2009 Budget

Zastrow said this annual ordinance creates, abolishes, reclassifies and retitles county positions in the 2009 budget. She gave a brief history of the ordinance and process and reviewed the ordinance.

Rolfs asked which departments' requests for additional positions were turned down. Zastrow said the Sheriff's Department, County Clerk and Public Works. Rolfs asked is it a good idea to eliminate a fraud investigator? Zastrow said the state funding for the fraud investigator has been reduced but there is still an investigator on staff.

Heinrich asked what is the midrange pay difference between the Maintenance Mechanic II and III? Zastrow said there is a \$1.50 per hour difference in pay between the positions. Heinrich asked does this change increase the budget \$3K. Zastrow said yes it does but the department needs this position to manage people and take on more responsibility.

Heinrich asked how much will the reclassification of the HHS Coordinator cost? Zastrow said generally promoted staff receive a minimum of 5% more than their current salary. There are times when people receive more than a 5% increase when they are promoted. Heinrich asked will this person come in on the bottom of the pay scale for this position? Zastrow said she will be close to the bottom.

Gundrum asked if the HHS Coordinator is already doing the work, why do we give them an automatic 5% raise? Zastrow said typically staff take on more duties and responsibilities as jobs change. When it gets to

a certain point, a job study is done to see if the position should be moved to a different level. Gundrum wondered why the job study wasn't included with the ordinance. Zastrow said staff does the job studies and makes appropriate recommendations.

Wimmer asked why is the Public Health Supervisor increase more than 5%? Zastrow said the wages listed in the ordinance are fully loaded with salary and benefits.

MOTION: Heinrich moved, Falstad second, to approve Ordinance 163-O-044. Motion carried 7-0.

Closed Session

MOTION: Rolfs moved, Heinrich second, to go into closed session at 3:19 p.m. in accordance with Section 19.85 (1)(e) Wis. Stats. for the purpose of discussing collective bargaining issues, and to approve the closed session minutes of previous meeting(s). Motion carried 7-0.

MOTION: Rolfs moved, Falstad second, to return to open session at 3:29 p.m.

MOTION: Wimmer moved, Gundrum second, to adjourn the meeting at 3:29 p.m.

Respectfully submitted,

Approved on: _____

Ted Rolfs
Secretary